Grant Submission Checklist

- ➢ This proposal reflects the funder's areas of interest.
- ➢ We have followed the instructions and guidelines of the funder's specifications.
- ➢ Our proposal meets the page/word limits.
- ➢ The font type and size are correct.
- ➢ The margin size is correct.
- ➢ The line spacing is correct.
- ➢ We have used the specified type of paper.
- ➢ We did not bind unless we were told we could.
- ➢ The correct number of copies and the original was sent; we also retained a copy.
- ➢ We included letters of support.
- ➢ We have the specified signatures.
- ➢ The proposal components are titled and compiled in the order specified.
  - o Title sheet
  - o Cover letter
  - o Table of Contents
  - o Executive Summary
  - o Organizational Overview
  - o Statement of Needs
  - o Project Description
  - o Approach/Methodology
  - o Budget Request
  - o Evaluation Process
  - o Appendix
- ➢ The cover letter explains the project, states the total cost of the project, the amount expected from other sources, and the amount requested.
- ➢ The project narrative stipulates the need that will be met and how people will benefit.
- ➢ The project description tells the whole story of the project in clear, understandable language.
- ➢ The objectives are measurable.
- ➢ The approach explains how the objectives will be met.
- ➢ The evaluation plan measures the degree to which the objectives are met.

- The project includes partners and reflects community involvement.
- The financial plan is reasonable.
- The calculations are correct.
- The project is sustainable.
- There is adequate staff in the proposal to do the project.
- There are adequate resources to do the project.
- Your organization has the capacity to do the project.
- There is no jargon.
- If there are attachments, you have confirmed that the funder allows them.
- The proposal has been proofed by an impartial person.
- The proposal is clear and easy to understand by someone outside the team.
- Copies of the proposal were made for partners and supporters.
- Letters of agreement from partners are included (provided funder allows them).
- Letters of support from supporters are included (provided funder allows them).
- We have met the deadline.

Now, carefully go through your application with your checklist and check off every item as you make sure it is in place. Once everything is checked, you may seal the envelope and head for the post office.

- The proposal was submitted on _____.
- We have a dated receipt or confirmation that the proposal was submitted

If you don't hear anything in a timely manner I would suggest that you write a note to thank them for letting you submit your request and you look forward to hearing from them.